

Workplace Alaska

Class Specification Captain, Alaska State Troopers

Created:
06/05/1997 by Rachel Wilson
Finalized on: 07/08/1999

AKPAY Code: P7708
Class Outline Cat: B
Approved by: Diana Mason

Class Code: PJ0107
Class Range: 24
Class Status: Active

Category: Professional
Original Date: 06/16/1973

Class Title: Captain, Alaska State Troopers
Use MJR Form: Standard

Original Comments:
ESTABLISHED

Subsequent Revision Dates/Comments:

06/01/75; 04/16/76; 05/01/76; 09/01/76; 11/01/77;
08/16/79 Lieutenant Colonel, P7736, revised into separate specification.
07/16/81 Investigator I, II, P.S. & Staff Sergeant incorporated into Sergeant; Technical Sergeant title change from Investigator III, P.S. MQs; DC.
04/16/84 Range--per negotiated agreement (P7706, P7708, P7709, P7734, P7737).
04/16/85 Moved CIB option from Captain to Lieutenant.
09/17/86 State Trooper Recruit rewritten on separate specification.
02/08/93 Abolished Technical Sergeant, revised MQs--First Sergeant, Lieutenant, Captain, and Major; removed identifying information for State Trooper Recruit and Inspector (Ilowe).
02/24/98 MQs.
07/08/99 Added corrected MQ Question per DMason approval.
05/03/02 Audited (cpreecs).
06/03/2002 - MQ revision (fkinney/kgarrett).
09/16/2005 - Complete revision; title change; salary range change from 23; Trooper Management Study.
05/26/2006 - technical MQ correction (SBrinkley)
09/25/2008 - Workplace AK spec revision: Added Census Job Code and AKPAY Code fields; Replaced Category field with Class Outline Category; Updated EEO4, SOC, and Class Code fields; Removed DOT field.

Last Update: **EEO4:** D **SOC:** 33-1012 **Census:** 04

Last Update Comments:

Definition:

Under General Administrative Direction, Captains, Alaska State Troopers (AST), supervise commissioned law enforcement troopers and civilian employees and serve in three distinct capacities:

- 1) as Detachment Commander—direct the activities of a large detachment located in the major regional hubs such as Anchorage, Palmer, Soldotna, Ketchikan, and Fairbanks;
- 2) as Bureau Commander—direct the activities of one of the statewide bureaus to include the Alaska Bureau of Alcohol and Drug Enforcement (ABADE), the Alaska Bureau of Investigation (ABI), and the Alaska Bureau of Wildlife Enforcement (ABWE);
- 3) as Division Captains (Operations Commander or Professional Standards Review Officer) direct the daily activities of headquarters staff, as well as supervising the Judicial Service Section, the Commercial Vehicle Enforcement Section, the Vessel Section, the Public Information Office (PIO), and Recruitment Section.

This is a supervisory class with substantial responsibility for the exercise of independent judgment in employing, disciplining, or adjudicating grievances of subordinates.

Distinguishing Characteristics:

The Alaska State Trooper job classes require all incumbents, except State Trooper Recruit, to be Alaska Police Standards Council (APSC)-certified police officers. Positions in these job classes perform or supervise statewide law enforcement work in the assistance

and protection of public safety or fish and wildlife and ensure adherence to laws, rules, regulations, and statutes of the State of Alaska.

Positions in the Alaska State Trooper job classes are unique in that they operate under significant scrutiny from the legislature and the public. This may require impromptu responsiveness and active participation in public and media events representing and serving as the face of the agency in matters that are usually complex, volatile, and highly sensitive. Positions assist in policy analysis and establishment on critical law enforcement issues such as use of force, including deadly force. Incumbents make significant, split-second, life-altering decisions, including using or authorizing the use of deadly force during and in response to critical public-safety events. Incumbents represent and serve as the spokesperson for the Department of Public Safety during these critical events. These can include, but are not limited to, major crimes, homicides, natural disasters, terrorist threats or actions, vehicular pursuits, hostage situations, and large public-safety interests, gatherings, or venues. The consequence of error in judgment, omission, or actions by positions in this classification have significant direct impact on subordinates, other state employees, citizens of the state, and the public's safety.

Captains, AST are distinguished from other Alaska State Trooper job classes by being the designated Commander and highest ranked managerial level in the Detachment, Bureau, or Division Staff, answering directly on all significant administrative and operational issues to the Major, AST or Director (Colonel). These positions are stationed exclusively at Divisional, Detachment, or Bureau Headquarters.

The Captain is responsible for overseeing development and implementation of the Detachment/Bureau/HQ staff vision's long range strategic, operational, and fiscal plans. The Captain takes action and makes decisions or recommendations to the Major regarding significant Detachment, Bureau, or Staff functions, that are restricted to their Command-level status. These include, but are not limited to, making final selections of civilian hires, making large purchasing recommendations and overseeing the procurement process to ensure proper procedures are followed, and developing and overseeing both the operating and capital budgets for the units supervised. Incumbents develop Federal Grant applications and oversee specifically assigned grant projects. Captains provide recommendations and assist in development of Department Operating Procedures Manual (OPM) and Division directive policy, including setting the unit's policies for non-OPM-addressed items of interest.

Examples of Duties:

Direct the day-to-day and long-range law enforcement administration and operations by Commanding Detachment and Bureaus to meet the agency core mission. The core mission includes but is not limited to providing highway traffic enforcement, prompt professional proactive and reactive rural law enforcement, statewide drug and alcohol enforcement, statewide major crime investigations, statewide wildlife enforcement including major commercial fisheries, and statewide law enforcement training and search and rescue operations. Provide regulatory guidelines for enforcement activities; conduct or supervise periodic outlying post visits to inspect operations; review periodic and special reports from post supervisors on day-to-day activities and incidents of note. Make adjustments of post, detachment, and regional geographical and functional assignments as workload and activity fluctuate. Captains oversee the flow of communications among enforcement components within the Detachment or Bureau and exchange information with other police organizations and agencies.

Serve as Commander to headquarters' staff and activity; oversee the public information office activity relating to press release information, publications, and responses. Supervise the Recruitment Unit Commander, a Lieutenant, with responsibility to solicit, test, and conduct background investigations of potential law enforcement applicants. Supervise the Judicial Service Unit Commander, a Lieutenant, who has the administrative responsibilities for receiving, processing, serving, and accounting for all civil process originating in State Courts and received from other states requiring service in this State.

Act as the department-appointed court judicial officer providing court security and assistance in the arraignment of prisoners; coordinate transportation of prisoners both within and outside the State. Supervise staff Lieutenants in overseeing or preparing special interest or research projects for the Department of Public Safety. Perform inspections assigned by the Director's Office; identify problem areas and recommend solutions; supervise research, crime prevention, or security operations.

Monitor, develop, and testify on proposed legislation pertaining to the criminal justice system. Ensure cooperative relations between the department and local, state and federal criminal justice agencies.

Monitor, help develop, and maintain the Detachment, Bureau, and Staff Budget. Develop fiscal strategies and oversee fiscal spending and allocation. Maintain some specific Federal Grants for the Division including making recommendations on overall allocation and expenditures.

Prepare recommendations for the Boards of Fish and Game consideration and coordinate field input into formal proposals. Represent the department at Board meetings and serve as liaison to the Boards of Fish and Game. Review activities of all registered master and assistant guides pertaining to their contact with clients and resources; advise the Board of guide violations and prepare accusations for action under the administrative procedures for revocation, suspension, and denial of guide licenses.

Serve as guest, law enforcement specialist/instructor at the Public Safety Academy; research and develop training plans; instruct one or more academic, health, fitness, or other police-related subjects.

Determine case complexity from reports of initial investigating officers; determine resources available or needed resources, and the extent of unit involvement. Maintain oversight contact if not directly involved in complex or significant casework. Review statewide investigative case reports both in Alaska and out-of-state for possible leads, and similarities or connections between apparently unrelated data.

As a uniformed law enforcement officer:

Conduct patrols in assigned area by boat, aircraft, snowmobile, automobile, and/or other means of transportation. Stop drivers who are operating vehicles in violation of the Vehicle Code; warn drivers against illegal practices and, when necessary, make arrests and issue citations to appear in court. Conduct investigations of crimes, complaints, and patrol findings; question and obtain statements from witnesses; make reports of investigations and make arrests.

Check commercial fishing operations, inspect sports fish and game practices, issue warnings against illegal practices, and, when necessary, make arrests and issue citations to appear in court. Provide the public with current fish and game laws, regulations, policies, and guidance for commercial and sports purposes.

Investigate complaints, suspicious activities, and violations. Locate and question complainants, witnesses, and suspects; locate, collect, record, and preserve physical evidence; use technical equipment, photograph victims, the crime scene, and evidence. Chart the crime scene. Conduct surveillance and stakeout work. Develop sources of information; maintain liaison with investigators of other jurisdictions; and make arrests. Prepare complete and extensive investigation reports and lists of all physical evidence, statements, admissions, and confessions; make available for presentation in court. Testify at hearings, trials, and inquests; arrange for pretrial interview of witnesses.

Knowledge, Skills and Abilities:

Thorough knowledge of the organization and functions of Alaska's state and municipal law enforcement agencies.

Thorough knowledge of the principles and techniques of organizations, public administration, and law enforcement best practices, methods, policies, and procedures.

Thorough knowledge of the principles, practices, and current trends in law enforcement; techniques of community development and group facilitation; and principles of supervision and training.

Thorough knowledge of the principles of budgeting, human resource management, and personnel management, labor relations, and state procurement process.

Thorough knowledge of the principles, practices, and methods of police management, investigation, and acquisition of legal evidence; laws and regulations regarding criminal law and court procedures; and habits, attitudes, and psychology of persons with tendencies for aberrant behaviors.

Thorough knowledge of applicable Federal, State and local laws, rules and regulations governing commercial and sports fish, game, and wildlife law enforcement; the criminal justice system; criminal law; procedural and substantive investigating; interviewing and writing skills; civil and criminal law; and courtroom procedures.

Thorough knowledge of business administration, budgeting, fiscal control, personnel management, and supply distribution and control.

Thorough knowledge of valid and reliable fact-finding and investigative methods and procedures; efficient office services management; the principles and techniques of supervision; purposes, organization, and rules and regulations of the Department of Public Safety.

Working knowledge of social and psychological principles of human development and behavior; social organization and environmental and cultural forces.

Ability to develop and recommend criteria and evaluate mission goals for effectiveness and efficiency.

Ability to think conceptually, observe and interpret trends, comprehend and analyze data, identify relationships, and draw logical conclusions.

Ability to secure the cooperation of individuals and agencies; make decisions and formulate policy based on departmental rules, regulations and laws; prepare comprehensive reports; develop and maintain harmonious and cooperative working relationships with subordinates and others contacted in the course of the work; and develop departmental rules, regulations, and laws.

Ability to establish and maintain positive working relationships with professional agencies and department personnel in other jurisdictions.

Ability to remain stable and calm and make mature judgments under conditions of severe stress or danger; be thorough and impartial in investigations of the background and circumstances of cases; analyze a situation accurately and adopt an effective course of action; prepare and maintain accurate and complete records.

Ability to learn and apply a complex system of laws, administrative codes, and regulations, to include knowledge of court procedures, conduct, and rules of evidence; determine witnesses for use in proceedings; analyze situations, recommend or formulate decisions, policies, or procedures; critically analyze reports and recommendations; interview effectively; dictate correspondence; speak and write effectively; plan and organize personal work and/or work of others; and apply basic principles and techniques of public administration.

Ability to communicate effectively, both orally and in writing, and convey technical terms and information to lay people; coordinate effectively with varied interest groups; identify training needs and conduct training and informational sessions; settle issues, handle unusual circumstances, and make responsive decisions; and maintain effective working relationships with various agency officials, employees, and the general public.

Ability to identify problems properly and quickly, analyze alternatives, draw conclusions, and implement plans that have significant consequence or potential consequences, both positive and negative. Must have the ability to perform in a very stressful, high-profile environment.

Ability to handle stressful situations; prioritize multiple tasks; and use research techniques, statistical analysis, and data collection in order to make recommendations to the Director's Office or provide logical direction to the Detachment, Bureau, or Staff Unit.

Highly developed leadership skills and ability are critical to this Command position.

Minimum Qualifications:

At least six years of law enforcement experience certified by the Alaska Police Standards Council (APSC) or an equivalent agency in another U.S. jurisdiction.

AND EITHER

One year of experience at the level of Lieutenant with the State of Alaska, Department of Public Safety.

OR

Three years of experience at or above the level of Sergeant with the State of Alaska, Department of Public Safety. (One year of Corporal experience will substitute for up to one year of the required Sergeant experience.)

Required Job Qualifications:

(The special note is to be used to explain any additional information an applicant might need in order to understand or answer questions about the minimum qualifications.)

Special Note:

Desirable, but not required:

1. "Advanced Certificate" as a police officer issued by the Alaska Police Standards Council.

2. Completion of the Federal Bureau of Investigation Academy, the Southern Police Institute, or comparable training.

Minimum Qualification Questions:

Do you have at least six years of law enforcement experience as an officer certified by the Alaska Police Standards Council or an equivalent agency in another jurisdiction?

AND

Does that experience include at least one year as Lieutenant with the Alaska Department of Public Safety?

Or Substitution:

Do you have at least six years of law enforcement experience as an officer certified by the Alaska Police Standards Council or an equivalent agency in another jurisdiction?

AND

Does that experience include at least three years at or above the level of Sergeant with the Alaska Department of Public Safety? (One year of Corporal experience will substitute for up to one year of the required Sergeant experience.)